



Privacy Statement

Community Living York South is committed to respecting and protecting the privacy of our membership, families, individuals with an intellectual disability, our volunteers, corporate sponsors, donors and staff.

Personal information is only collected with your consent.

In collecting personal information, Community Living will:

- Tell you what the information will be used for
- Use the information only for the purpose described
- Maintain information in a secure area with access limited to Community Living York South employees

Community Living York South collects personal information only as necessary to provide service and acknowledge gifts or pledges, process and receipt donations, send you our newsletters, register you for our workshops or other events or respond to your questions.

Community Living York South does not release your personal information to a third party without your express permission unless to comply with legal requirements.

Community Living York South, from time to time, will tell success stories of individuals and families that have been assisted by Community Living. The information in these stories is used only with the express permission of the individual.

Community Living York South destroys personal information when it is no longer needed or required or when consent to keep or use it has been withdrawn. Paper records are shredded and electronic files deleted.

If you do not wish us to have or use your personal information, please notify us in verbally and in writing. You may do this by contacting general information on our website, www.ysacl.on.ca, or by calling our main office at **905-884-9110** and by sending a brief letter to:

Community Living York South
101 Edward Avenue
Richmond Hill, Ontario L4C 5E5

Upon receipt of your request, we will immediately remove your information from our files.